



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Associate Governmental Program Analyst

Monthly Salary: \$4,400 - \$5,348

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-5393-748

Refer to Job ID#10-ADM-FO

Final Filing Date: August 28, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under the supervision of the Staff Services Manager I, Managed Risk Medical Insurance Board's Pre-Existing Condition Insurance Plan (MRMIB's PCIP) Financial Operations Manager, the incumbent performs work in a wide variety of consultative and analytical assignments as related to development, creation, and fully executing all contracts as related to the HealthCare Reform Implementation and the PCIP. This on-going process requires contact with state departments and outside entities requiring quality customer service and diligent problem resolution. Additionally, the incumbent works independently and will provide support and serve as backup to others in the unit.

ESSENTIAL QUALIFICATIONS:

1. Able to multi-task and meet tight deadlines.
2. Able to communicate effectively in writing and verbally.
3. Working knowledge of personal computers and Microsoft applications, including Word, Excel, and Outlook.
4. Able to maintain confidentiality.

OTHER EXPECTATIONS:

1. Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
2. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
3. Maintains good work habits and adheres to all policies and procedures.
4. Demonstrates the ability to work independently on complex or sensitive issues.
5. Demonstrates the ability to coordinate others while promoting productivity, accuracy and teamwork.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov). In the Explanation Section of the application enter Job ID# 10-ADM-FO and Position # 443-600-5393-748 and the basis for appointment eligibility. For list candidates, attach your examination results. **Send to:**

Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 28, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.